

PLAN OF ORGANIZATION AND OPERATION  
for the  
EXTENSION SUBCOMMITTEE ON 4-H CLUB WORK

- I. The Extension Subcommittee on 4-H Club Work is established by the Extension Committee on Organization and Policy of the Association of Land-Grant Colleges and Universities for the purposes of:
  - A. Receiving or proposing items on 4-H Club policy, program development, and other matters related to 4-H Club work needing consideration and action.
    1. Considering such items in the light of available sources of information.
    2. Acting on such items and referring or reporting recommendations or decisions to the appropriate persons or groups.
  - B. Activate appropriately items which fall within the jurisdiction of this Committee.

II. Plan of Organization

A. Membership

The Extension Subcommittee on 4-H Club Work shall be composed of the following members, each having equal status:

1. Four State 4-H leaders, two men and two women, representing the four extension regions, nominated by the State 4-H leaders in those respective regions.
2. Two State 4-H leaders, a man and a woman, serving as chairman and secretary, nominated by all State 4-H leaders from the retiring regional representatives.
3. Two members of the Federal Extension Office named by the Administrator of the Federal Extension Service.
4. Two members of the Extension Committee on Organization and Policy and one Extension Director at large named by the Chairman of the Extension Committee on Organization and Policy.

B. Method of Selecting State 4-H Leader Representation

1. At the annual business session of State 4-H leaders during National 4-H Club Camp two members shall be nominated to assume office the following January 1 for a term of two years. The selection of the nominees shall be under the direction of the two outgoing regional representatives and may be done by mail prior to National 4-H Club Camp.

2. Regions shall alternate their representatives between men and women; i.e., regions represented by a man for one term shall be represented by a woman the following term and vice versa.
3. No member is eligible to succeed himself on the committee but from the two retiring members the chairman and secretary of the committee for the following year shall be nominated by the State L-H leaders at their annual business session during National L-H Club Camp.
4. The chairman and secretary, either of whom may be a man or a woman, shall serve in that capacity for one year only and are ineligible to succeed themselves.
5. Following the nominations by State leaders, the chairman of the Extension Subcommittee on L-H Club Work shall recommend to the Chairman of the Extension Committee on Organization and Policy the names of the State L-H leaders nominated as regional representatives and the names of the leaders nominated as chairman and secretary.
6. Members of the Extension Subcommittee on L-H Club Work are formally appointed by the chairman of the Extension Committee on Organization and Policy.
7. In case a vacancy occurs on the L-H subcommittee, the chairman of the Extension Subcommittee on L-H Club Work shall arrange to fill that vacancy. In filling the vacancy, the chairman shall give preference to the second person nominated from that region at the time of the last election.
8. If a vacancy occurs in the chairmanship of the subcommittee, the two members from the Washington office shall confer with the other members of the L-H Subcommittee in the selection of a chairman from among the remaining members of the Extension L-H committee, and submit the name of the proposed chairman to the chairman of the Extension Committee on Organization and Policy for appointment.
9. The chairman thus selected shall then proceed to fill the vacancy caused by his selection as chairman, such vacancy to be filled in the manner indicated above. (II B 7)
10. All appointments to fill vacancies are to be only for unexpired terms.

### III. Relationships

#### A. Extension Committee on Organization and Policy

1. As a Subcommittee of Extension Committee on Organization and Policy, all recommendations and actions of the Extension Subcommittee on L-H Club Work are subject to review by the Extension Committee on Organization and Policy.

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2. All significant policy matters, ordinarily with recommendations, should be submitted to the Extension Committee on Organization and Policy for review and final approval.
3. All significant actions dealing with program development or other matters should be reported to the Extension Committee on Organization and Policy as a matter of information.

B. Federal Extension Staff

1. All matters requiring legal determination, use of Federal funds, franking privileges, and use of name and emblem should be referred to Federal Extension office.
2. Those significant matters coming before the Extension staff of the U. S. Department of Agriculture on which they feel the need of counsel of State 4-H leaders or on which consideration should be given by the Extension Subcommittee on 4-H Club Work should be referred to the 4-H Subcommittee.
3. Insofar as possible, members of the Extension Staff of the U.S. Department of Agriculture will cooperate in providing resource materials and information.
4. In the development of interstate programs, the Washington office will serve as a clearing house on ideas, information and procedures, recognizing that information of this nature may also come from other sources.
5. The Extension Subcommittee on 4-H Club Work will represent the State 4-H leaders in working with the Extension staff of the U. S. Department of Agriculture on matters relating to national and regional 4-H events.

C. State 4-H Club Leaders

1. The Extension Subcommittee on 4-H Club Work will represent the State 4-H Club leaders on 4-H matters of an interstate or national nature.
2. The Committee will act on or activate such items as are appropriate and report such action to the State 4-H leaders.
3. The Committee will gather information on such items as are appropriate and refer them to the State 4-H leaders for decision.

D. National Committee on Boys and Girls Club Work

1. The Extension Subcommittee on 4-H Club Work represents the State 4-H Club leaders in working with the National Committee on Boys and Girls Club Work on matters relating to the National awards program, National 4-H Club Congress, 4-H supplies, and such other activities as may be engaged in by the National Committee on Boys and Girls Club Work.

2. A representative of the National Committee on Boys and Girls Club Work may be invited to attend the regular meetings of the Extension Subcommittee on 4-H Club Work.

#### E. National 4-H Club Foundation

1. The Extension Subcommittee on 4-H Club Work selects four State 4-H Club leaders, one of whom shall be a member of the Extension Subcommittee on 4-H Club Work and one at large, to serve on the Board of Trustees of the National 4-H Foundation.
2. These four representatives shall be responsible for presenting to the Foundation Board of Trustees such matters as the Extension Subcommittee on 4-H Club Work feels should be referred to the Trustees of the Foundation.
3. These four representatives also shall be responsible to report to the Extension Subcommittee on 4-H Club Work such items of business of the Foundation as should be called to their attention.
4. A representative of the National 4-H Club Foundation may be invited to attend the regular meetings of the Extension Subcommittee on 4-H Club Work.

#### F. Others

Individuals or representatives of groups or organizations may be invited to meet with the Extension Subcommittee on 4-H Club Work to discuss pertinent items of business as the occasion may arise.

### IV. Operational Procedure

- A. The Extension Subcommittee on 4-H Club Work is authorized to appoint such subcommittees as will strengthen its work and the 4-H Club program. These may be known as 4-H development committees.
- B. As a means of expediting committee operations the following suggestions are made for the formation and operation of 4-H development committees:
  1. Have objectives of the committee clearly defined at the time of committee appointment.
  2. Decide how committee will function - by mail, by meetings in connection with other 4-H events, or by specially called committee meetings.
  3. If meetings are to be specially called, determine how expenses of members will be paid.
  4. Determine approximate duration of committee's responsibility.

5. Determine representation of Federal Extension Office, National Committee on Boys and Girls Club Work, National 4-H Club Foundation or other groups as needed or desirable.
6. List other than extension staff members as consultants.
7. If county extension agents are to be invited to serve on committees, they should serve as representative county staff members rather than representatives of the national Extension agents' associations.
8. If committee assignment involves considerable time or special trips to committee meeting, the Extension 4-H Committee Chairman should clear with State Director of Extension for permission of State leaders or county staff to serve. (Also check with the State 4-H leader in regard to member of his staff serving.)
9. If committee assignment does not involve considerable time or special trips, State Extension Directors or State Club leaders should be sent copies of notices of committee appointment for their information.
10. Instruct chairman of each committee that reports are due to the Chairman of the Extension 4-H Subcommittee November 1; however, items needing immediate attention or action may be submitted to the 4-H Committee at any of its regular meetings. If work of development committee is completed during the year, the final committee report may be submitted to the Extension 4-H Committee at the completion of the assignment.
11. Actions of development committees become final after being reviewed and approved by the Extension 4-H Subcommittee and (when applicable) by the Extension Committee on Organization and Policy.

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